

**Minutes of the Small Boat Safety Board Meeting
30 November and 01 December 2005
NOAA Headquarters in Silver Spring, MD.**

Board members present:

- LCDR Douglas Schleiger, SBSPC
- Wayne Hoggard, NMFS (SE Region)
- Dennis Donahue, OAR
- John Shanahan, CA Officer (facilities)
- Dana Wilkes, NOS
- Sylvester Burks Fleet Inspection Office
- LT Daniel Price (representing Scott Sirois), Small Boat Engineer – East Coast
- Paul Parsons, Safety & Security Division Chief
- LT Jeremy Adams, NMAO (former SBSPC)

Board members not present:

- Don McMillan, NMFS (NE Region)

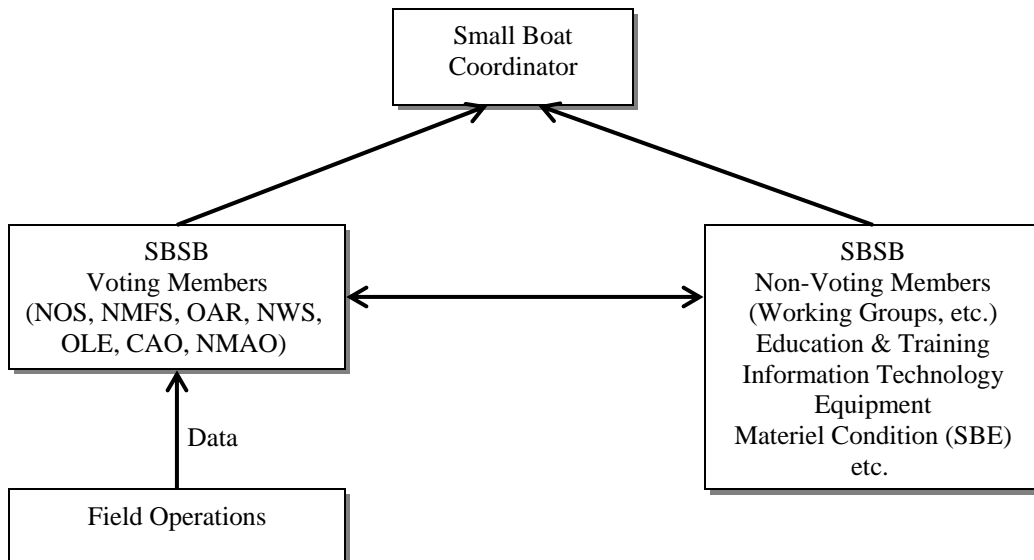
Contractors:

- Nico Corbijn, Project Manager
- John Bliss, Senior IT Programmer
- Nicole Botelho, Graphics Designer

Items discussed:

- **BMT Designers & Planners (D&P)** presented a brief company introduction and explained the focus of the company's involvement in the Small Boat Safety Program. The Small Boat website was discussed and recommendations/options were presented regarding ways in which the site can be improved upon. Electronic submissions of Small Boat float plans were discussed as a way to record boat usage and verify operator and equipment status. Depending on IT-specific issues D&P will present the SBSB with a Functionality Requirements document and, following that, a Technical Requirements document within the next few weeks. D&P will have the website ready for review by the SBSB no later than February 1st, 2006. The new website will be completed, ready for use and available no later than March 31st, 2006.
- **Meetings.** It was determined that the SBSB would meet no less than three times per year in person with "regular" voice conference calls between meetings.
- **SBSP Functions** were defined as:
 - Training
 - Equipment
 - ♦ Inventory
 - ♦ Purchasing
 - ♦ Inspections
 - Risk Management
 - Vessel Policy
 - Author and Edit a safety newsletter.
 - Technical Advice

- **SBSB organizational structure:**



- **Small Boat Safety Board Responsibilities:**

1. Establish standards for life saving equipment on NOAA small boats.
2. Establish operator and crew training and certification standards.
3. Approve risk assessment tools and standards.
4. Solicit and address NOAA small boat safety issues and needs of NOAA.
5. Review reports from NOAA small boat accidents and near misses. Recommend corrective and preventative measures to SBO.
6. Review results of NOAA small boat inspections and safety incidents to ensure compliance with NOAA small boat policy.
7. Seek pertinent expertise on NOAA small boat safety matters and technical issues as necessary.
8. Report to the NOAA safety council circumstances impacting safety and/or environmental compliance.

- **Small Boat Coordinator Responsibilities:**

1. Possess adequate experience and knowledge to accomplish function.
2. Maintain SBP website and databases.
3. Facilitate safety training and certification initiatives.
4. Provide safety tools and instruction in their use (risk assessment calculator, etc.).
5. Serve as focal point for program data (collect, analyze, distribute).
6. Act as COR for small boat program contracts (IT, training, survey, etc.)
7. Supervise SBSB personnel and working groups.
8. Host SBSB meetings and conferences.
9. Administer safety awards program.
10. Verify implementation of SBSB recommendations.
11. Compose and disseminate "quad charts."
12. Hull registration number assignment.
13. Guide and direct SBSP vision and future.

- **Charter.** The SBSB discussed its charter and came to the conclusion that this document should be similar to the "NOAA Aviation Safety Board Terms of Reference". LCDR Schleiger will reword the aforementioned document to reflect the particulars of the Small Boat Program. January 15, 2006 completion date was set.

- **PFD Policy.** Paul Parsons distributed the latest version of the Personal Floatation Device policy for review and comments by the SBSB prior to getting this policy signed of and promulgated. Policy will be voted on for acceptance during the January meeting.
- **NOA.** NAO 209-1 and NAO 217-103 were discussed at length and it was decided that NAO 217-103 in its current form is too detailed. It was also decided that the document should be renumbered to NAO 209-XXX to reflect the policy's safety content. The SBSB agreed that NAO 217-103 should be trimmed down using NAO 209-1 as a guidance document.

Content taken from the current version of NAO 217-103 should be included in a SB Operations Manual which will be tailored largely on the developing NOS Small Boat policies and procedures.

Dana Wilkes and Nico Corbijn will work together to merge both documents and ensure that the new SB Operations Manual does not conflict with NAO 209-1. No completion date was set.

- **Training Course.** Training Course was discussed by the SBSB and it was decided that, in the interest of time, the Beta Course training plan would be shelved. John Shanahan volunteered to lead a team consisting of Dana Wilkes and Sylvester Burks which will present the SBSB with a tiered training curriculum by the beginning of February. Rather than relying on NOAA based training materials, the team will research existing, off the shelf, training packages. It is the SBSB's intent to have a training program in place by the time the summer-season starts (April 2006).
- **Small Boat Inspections.** The SBSB discussed the criteria, frequency and nomenclature of Small Boat inspections. It was decided that all Small Boat should be inspected at least annually by the actual operators of the Small Boats (or outsourced if so desired by the Line Office). Detailed examination lists would be used to achieve standardization. Daniel Price was tasked with providing the details for these examination lists. Program to be called: Small Boat Examinations.

It was further decided that Small Boats should be evaluated by a third party at least every three years. LT Price will provide a set of criteria which should be presented to the third party surveyor as a minimum standard to which the boat should be inspected.

- **NOAA small boat surveys.** The following topics were discussed:
 - Currently used 3rd party surveys are normally not detailed enough; criteria and actions are needed for all maintenance, survey, and inspections.
 - Minimum survey criteria should include engine manufacturers recommended maintenance schedule.
 - Actions can be monitored for completion via website database automatic reporting functions.
 - SBE will compile detailed checklists for small boat surveys and exams, as well as statement of work template for survey contractors.
 - New terminology:
 - ♦ Annual Boat Evaluation (ABE): A formal inspection performed by a certified expert. Includes fleet inspection and paid surveys. Frequency TBD based on boat size, mission risk, etc.
 - ♦ Boat Exam (BE): An informal inspection performed by non-certified individuals such as boat operator. Must be performed at least annually.
- **Small Boat Inspection Reference Criteria (IRC) CD.** The Fleet Inspection Office distributed and discussed a CD from which reference details for Small Boat inspections could be retrieved. Information available from this CD would be added to the revamped SB website.

- **Risk assessment.** The following topics were discussed:
 - Tools (AF ORM "cheat sheet," CG diagrams, etc.)
 - Risk assessment should be stressed and standardized fleet-wide
 - Should be part of every pre-cruise safety brief
 - With the proper assessment tools, mission risk can be assigned a number, which will eventually become a part of small boat culture and language ("#3 activities," "#1 mission," etc.)

- **Recent small boat safety mishap.** OMAO action items after review:
 - Risk assessment of every small boat evolution
 - Review current operator qualifications
 - Require operators to verbally warn passengers of impending dangerous conditions
 - Checklist and safety brief prior to departure
 - SBSB should be in the loop on subsequent mishap corrective action recommendations.

- **Line Office Boating Officer (LOBO).** It was determined that a position within each line office would need to be identified. The individual filling this position would have the following skills abilities and responsibilities:
 - Possess adequate experience and knowledge to represent line office to SBSB
 - Respond to queries from line office and SBSB
 - Checks on standards compliance
 - Answers questions regarding standards

- **Safety metrics.** It was determined that meaningful, measurable safety and operational statistics will need to be collected and reported.
 - (Man hours / underway) / incident
 - Down time / man hours of operations
 - Incidents / man hours of operations
 - (Man hours / line office) / number of boats
 - Incident / {(man hours * missions) / time}
 - Incidents per risk level
 - Incidents per mission type per risk level
 - Etc.

- **SBSB miscellany.** SBSB duties will be written into line office representative FTE job description. Small boat program representative to ECS committee is Mr. Brian Cunningham unless issues need to be raised by SBO.

- **Action items:**

<ul style="list-style-type: none"> - Operator training class - Metrics - NAO - Website - Terms of reference - Risk assessment - Boat evaluations and exams - Tier 2 documents - NOS vessel policy - PFD Policy - Inspection IRC - Next meeting in Silver Spring 	<ul style="list-style-type: none"> Due March 2006 (Shanahan, Burks, Wilkes) Due December 15, 2005 (Donahue, Parsons) Due March 2006 (Schleiger, D&P) Due January 16, 2006 (Adams, Schleiger, D&P) Due January 15, 2006 (Schleiger) Due March 2006 (Shanahan, Hoggard) Due February 2006 (Price) Due March 2006 (Whole board, D&P in NAO) TBD (Wilkes, D&P) Whole board review Whole board review Tentatively January 31, 2006
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